|  |  |  |
| --- | --- | --- |
| **1:1 Meeting Agenda**  **Date:** | | |
| **Name:** | |  |
| 1. | What I’ve done since last meeting | |
| 2. | Questions, issues | |
| 3. | Feedback (Discuss any feedback you’ve already received or ask your supervisor to discuss any submitted work) | |
| 4. | What I plan to do before next meeting | |
| 5. | The next project | |
| 6. | The next meeting | |